CHECKLIST FOR THE ORDINATION OF A PRIEST
(WITH TRANSITIONAL DIACONATE)

INITIAL DISCERNMENT

- ☐ Initial interview with rector or clergy representative (CR)
- ☐ Rector/CR notifies Bishop, in writing ***(not an email)***
- ☐ Bishop notifies Commission on Ministry (COM)
- ☐ Local Reflection Group (LRG) is established in the local community of faith
- ☐ COM representative has initial meeting with the LRG to explain that their role is *listening*, not discernment
- ☐ LRG and Rector/CR submit a reflection paper to the Bishop ***(Form A*** for the LRG and ***Form B*** for the Rector/CR***—please submit to the Bishop by email)***
- ☐ Aspirant emails the Bishop a Word file of his or her spiritual autobiography.
- ☐ Aspirant has an informal meeting with the Bishop
- ☐ Aspirant interviews with diocesan discerners (3 separate interviews)
- ☐ Bishop reviews letters from diocesan discerners
- ☐ Retreat for exploration of call

NOMINATION

If appropriate, local community of faith nominates for Postulancy

- ☐ Rector/CR and Vestry (or equivalent), submit ***Form C*** to the Bishop.

Nominee submits to Bishop:

- ☐ Acceptance, in writing ***(not an email),*** of the nomination for Postulancy of the parish or community of faith and request admission to Postulancy
- ☐ Biographical Sheet – ***Form D (Please submit by email as a Word document.)***
- ☐ Evidence of baptism and confirmation
- ☐ Psychological evaluation (request form and referral information from Evans House)
- ☐ Medical evaluation (request form from Evans House)
- ☐ Background checks (arrange through the diocesan Transitions Officer)
- ☐ Financial statement – ***Form E*** *(****Please submit to the Bishop by email.)***
- ☐ Authorization To Release Information – ***Form F***
- ☐ Official transcripts from colleges/universities (These should be official transcripts sent by registrars directly to the Bishop.)

REVIEW BY THE BISHOP

- ☐ Bishop meets with Nominee; a discussion of finances takes place at this meeting or at another scheduled appointment.
- ☐ Bishop reviews Nominee's file and, if appropriate, invites Nominee to next Conference on Ordination Evaluation (COE)

COMMISSION ON MINISTRY REVIEW

☐ Nominee attends COE

COM meets with Bishop for evaluation and recommendation concerning Postulancy:

- ☐ Recommended favorably for Postulancy at this time
- ☐ Recommended for Postulancy at this time with the following reservations/provisions:

_____

_____

- ☐ Encouraged to continue in the process with suggestions for further preparation, but not recommended for Postulancy at this time

_____

_____

- ☐ Not recommended for Postulancy

POSTULANCY

☐ At Bishop's discretion, Nominee is admitted to Postulancy

☐ Bishop records name of Postulant and date of admission in register

Bishop sends notification of Postulancy to:

- ☐ Postulant
- ☐ Rector/CR & Vestry (or equivalent)
- ☐ COM
- ☐ Standing Committee

☐ Formation plan is developed by the Postulant and Formation Mentor addressing these areas:

- theological training
- practical experience
- emotional development
- spiritual formation

☐ COM reviews formation plan and approves or adjusts it

☐ Postulant sends Embertide letters to Bishop four times a year, addressing the four areas covered in the formation plan, the Postulant's financial situation, and any general matters having to do with the Postulant's formation

☐ Postulant's seminary (or diocesan Formation Mentor) submits annual report to the Bishop outlining progress made

CANDIDACY

NOTE: The expectation of the Diocese of Southwestern Virginia is that the period of Postulancy will be a minimum of one year. In no case may application for Candidacy be considered until 6 months of Postulancy have been completed.

- ☐ Postulant makes formal application to the Bishop in writing ***(not an email)*** for Candidacy, giving date of admission to Postulancy
- ☐ Rector/Vestry of Postulant's parish (or equivalent) provide statement of support (***Form G***)
- ☐ COM reviews Postulant's application for Candidacy and makes recommendation. An interview may be required.
- ☐ Standing Committee interviews Postulant and makes recommendation to the Bishop concerning Candidacy.
- ☐ At Bishop's discretion, Postulant is admitted to Candidacy
- ☐ Bishop records name of Candidate and date of admission to Candidacy in register

Bishop sends notification of Candidacy to:

- ☐ Candidate
- ☐ Rector/CR & Vestry (or equivalent)
- ☐ Commission on Ministry
- ☐ Standing Committee

- ☐ Candidate sends Embertide letters to Bishop four times a year, addressing the four areas covered in the formation plan, the Candidate's financial situation, and any general matters having to do with the Candidate's formation
- ☐ Candidate's seminary (or diocesan Formation Committee) submits annual report to the Bishop outlining progress made

SPECIFIC REQUIREMENTS

(may be met during either Postulancy or Candidacy)

- ☐ Safeguarding God's Children training completed: _____ (date)
- ☐ Safeguarding God's People training completed: _____ (date)
- ☐ Anti-racism training completed: _____ (date)
- ☐ Training on Constitution of The Episcopal Church and the Canons of General Convention, particularly Title IV, completed: _____ (date)

☐ CPE completed: _____
(date final evaluation received by Bishop)

Location of CPE center: _____

☐ Field education completed: _____
(date final evaluation received by Bishop)

Location of field education placement: _____

GENERAL ORDINATION EXAM (GOE)

Candidate sits for GOE

☐ If Candidate's GOE results are not acceptable to COM and Bishop, Bishop initiates a review of the exam by the Diocesan Board of Examining Chaplains, which makes recommendation to the Bishop and COM concerning re-examination and/or remediation.

ORDINATION TO THE TRANSITIONAL DIACONATE

NOTE: The expectation of the Diocese of Southwestern Virginia is that the period of Candidacy will be a minimum of one year. In no case may application for ordination to the Diaconate be considered until 6 months of Candidacy have been completed.

☐ Candidate makes formal application to the Bishop in writing ***(not an email)*** for ordination to the Transitional Diaconate, giving dates of admission to Postulancy and Candidacy

☐ Rector/CR and Vestry of parish (or equivalent) submit certificate supporting ordination (***Form H***)

☐ Seminary (or other formation program) submits evaluation and recommendation

☐ If 36 months have passed since initial psychological evaluation, medical evaluation, or background checks, that item is repeated.

☐ Bishop provides COM dates of Candidate's admission to Postulancy and Candidacy

☐ COM reviews Candidate's application for ordination and makes report to Standing Committee certifying that program of study has been successfully completed and recommending ordination to the Transitional Diaconate. An interview may be required.

☐ Standing Committee reviews application and supporting documents and, if appropriate, approves Candidate for ordination to the Transitional Diaconate (***Form J***). An interview may be required.

☐ At Bishop's discretion, Candidate is approved for ordination to the Transitional Diaconate.

ORDINATION TO THE PRIESTHOOD

NOTE: Application for ordination to the Priesthood cannot be considered until 6 months of service in the Diaconate have been completed and 18 months have passed from the time of acceptance of nomination by the Nominee.

- ☐ Deacon makes formal application to the Bishop in writing ***(not an email)*** for ordination to the Priesthood, giving dates of admission to Postulancy and Candidacy and date of ordination to the Diaconate
- ☐ Rector/CR & Vestry (or equivalent) submit certificate of support for ordination (***Form K***)
- ☐ Seminary (or other formation program) submits evaluation and recommendation
- ☐ Appointment to a cure where priestly ministry can be exercised is confirmed
- ☐ Bishop provides COM dates of Candidate's admission to Postulancy, Candidacy, and ordination to the Diaconate=
- ☐ COM reviews Candidate's application for ordination and makes report to Standing Committee certifying that program of study and formation has been successfully completed and recommending ordination to the Priesthood. An interview may be required.
- ☐ Standing Committee reviews application and supporting documents and, if appropriate, approves for ordination to the Priesthood (***Form L***). An interview may be required.
- ☐ At Bishop's discretion, Deacon is approved for ordination to the Priesthood